

# Shelby County Fiscal Recovery Fund Committee Minutes

🏠 **Location:** Courthouse Court Room  
📅 **Date:** 7/12/2021  
🕒 **Time:** 3:00 pm

Committee met 7/12/2021, with the following members present:

Esq. Eades Esq. Miller Treas. Quijas Esq. Lisby (via phone)

Also present at the meeting: CJE Dan Ison, Deputy CJE Jon Park & Finance Officer Sherri Bridgewaters

- Call to meeting to order, Danny Eades; announcement that Yolanda Bradford has requested to speak to committee regarding minority representation with federal funds. She is scheduled to speak at 7/20/21 meeting.

## Old Business

1. Treasurer Quijas briefed everyone on Compliance & Reporting Guidance highlights, Compass' presentation & proposal on assisting the county on large disbursements, & public notice of funding to be clarified.

## Meeting Minutes - Agenda & additional Discussed items

Esq. Lisby asked if there is a timeframe given by Treasury to confirm approved expenditures of federal funds. Treasurer Quijas stated that as of most current guidance, no time frame has been given & county may not find out this information until audits are performed.

Discussions regarding Detention Center/Coroner/EMS/Stratton Center/Parks/Broadband mapping expenditures were addressed. Committee will follow up with these concerns once applications are submitted for specific projects.

2. Discuss review of document provided on 7/6/2021:

Work in Progress documents based on additional information from NACo & Treasury:

ARPA Expenditure & Reporting Excel data tracking worksheets: monthly reporting form that will be required by subrecipients to submit to finance officer to monitor spending on approved projects.

Approval & Denial letters: committee reviewed letters as Treasurer Quijas explained each. Esq Eades stated content of letters were efficient & suggested the letters be reviewed by legal representation before sent to applicants. Treasurer Quijas and CJE Dan Ison will take the letters to County Attorney Hart for review/approval. Committee agreed that all letters, approved or denied will be submitted to SCFC. Deputy CJE Jon Park asked who the letters should be signed by; Fiscal Court, Committee, County Atty? (this concern will be addressed with Co Atty for further guidance). Compass' assistance with legalities was mentioned again, Esq Eades & Esq Miller agreed, Esq Lisby has some reservations to move forward at this time until clarification on liability is addressed. Treasurer Quijas will reach out to RJ Palmer, Compass Representative, regarding risk management issues.

Committee application review guidance sheet: this form will be filled out by Finance Officer Sherri Bridgewaters upon receiving and reviewing applications & attached to each application for the committee to review.

Merit Review Application Process (flow chart): per CFR requirements, county must create a merit review procedure for the application process. Treasurer Quijas asked for feedback on flow chart. Esq Lisby recommended potential due dates/quarterly review cut off dates for applications. Due to unknown volume of applications for funding, Treasurer Quijas asked for this subject to be revisited at a later date. Flow chart will be updated to include outside projects, if Compass is approved to assist County.

3. Presentation of Tracking Log of expended & obligated funds: to be revised for clarity and resubmitted to committee. Information on the log, Admin wages for federal funds, are to be updated as amounts for future retirement/benefits are not known specifically at this time. Esq Lisby asked if revised application 2021.01 would be scheduled for 7/20/2021 FC. Treasurer Quijas confirmed that it would be submitted to be on the agenda for the next fiscal court.
4. Discuss Outlook Shelby County FRF Committee Group: Esq Eades discussed with the committee; the email group created by Finance Officer for communication. This will be used for agendas, meeting minutes, applications to be reviewed by committee members prior to meetings, etc. All committee members agreed.

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5. -Discussion of helping the county Parks with assistance & how funds should better prepare the Parks to self-sustain with future revenue opportunities. Treasurer Quijas has sent application and supplemental information to the Park. Esq Eades will invite park director and/or board to the first committee meeting in August, scheduled for 8/3/2021.

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## Action Items (List Owner)

- - Speaker, Yolanda Bradford, to be added to 7/20/21 Agenda – Treasurer Quijas
- - Approval/Denial Letters to be reviewed by County Attorney – Treasurer Quijas & CJE Dan Ison
- - Application Flow Chart to be updated to include outside projects, if applicable – F.O. Sherri Bridgewaters
- - Clarification/Questions submitted to Compass regarding liability/risk management – Treasurer Quijas
- - Tracking Log for Expenditures to be revised – F.O. Sherri Bridgewaters
- - Application 2021.01 to be added to 7/20/21 FC Agenda – Treasurer Quijas
- - Parks director/board members to be invited to Committee Meeting 8/3/2021 – Esq Eades